CA1
L 170
- E75

1984-1986

Government
Publications

Establishment and Operation of Safety and Health Committee

3 1761 11766921 8

Labour Canada Travail Canada

Government Publications

CAI
L170
-E75

ESTABLISHMENT AND OPERATION OF SAFETY AND HEALTH COMMITTEES

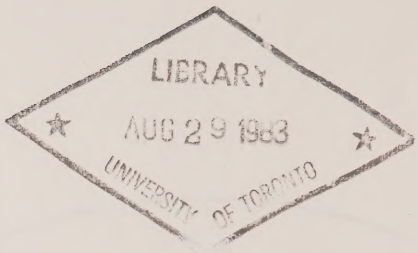
OCCUPATIONAL SAFETY AND HEALTH

Canada

CA1
L170
-84E75

ESTABLISHMENT AND OPERATION OF SAFETY AND HEALTH COMMITTEES

OCCUPATIONAL SAFETY AND HEALTH



Published by Authority of the Minister of Labour,
Government of Canada

Également disponible en français sous le titre

Création et bonne marche d'un comité de sécurité et d'hygiène

Further copies of this publication are available from

Publications Distribution Centre
Labour Canada
Ottawa, Ontario
K1A 0J2
(819) 994-0543

© Minister of Supply and Services Canada, 1984

Cat. No. L31-51/1984E
ISBN 0-62-13188-6
Labour Canada Catalogue No. L46-1398/84E

TABLE OF CONTENTS

	Page
FOREWORD	
SECTION 1 - INTRODUCTION	1
Safety Responsibilities and Organization	2
The Role of the Safety Committee	2
SECTION 2 - SETTING UP A SAFETY COMMITTEE	4
Committee Size	4
Selection of Members	4
Management Representatives	5
Employee Representatives	5
Use of Alternates	6
Chairpersons	6
Committee Secretary	6
Duties of the Secretary	6
SECTION 3 - COMMITTEE OPERATIONS	8
Terms of Reference	8
Safety Committee Activities	8
Safety Inspections	9
Investigations and Inquiries	10
Employee Complaints	10
Employee Refusal to Work	11
SECTION 4 - THE SAFETY MEETING	12
Purpose	12
Agenda	12
Conducting the Meeting	13
Minutes	14
SECTION 5 - FOLLOW-UP FOR ACTION	15
Information and Communication	15
Safety Programming	15
Education and Training	15
Communication	16

TABLE OF CONTENTS (continued)

	Page
SECTION 6 - THE ROLE OF LABOUR CANADA - PART IV	17
Administration of the Canada Labour Code - Part IV	17
Occupational Health	17
Conclusion	17
SECTION 7 - APPENDICES	
Appendix A - Terms of Reference	19
Appendix B - Format of Minutes	22
Appendix C - Committee Activity Report	24
Appendix D - Recommended Reference Material	25
Appendix E - Addresses, Regional and District Offices	26

FOREWORD

The control of workplace hazards and the reduction or elimination of occupational injuries or illnesses require that management and employees are involved all the time in an organized prevention program. To be successful any such program must also involve employees in its planning and management. This can be done by setting up a joint safety and health committee to organize and conduct a prevention program and to provide the leadership and direction needed to its success. The importance of joint safety and health committees is recognized in provisions contained in the Canada Labour Code, Part IV.

A good committee will be effective in implementing a sound accident prevention program; a poor committee will waste time and money on futile confrontations. The difference between good and bad committees lies in the commitment and sincerity of its members, their understanding of the committee's role and functions, and their acceptance of their individual responsibilities as committee members.

This booklet examines the factors to be considered in establishing an effective committee. These factors will include the selection of safety committee members, the responsibilities of the members, the role and functions of the committee, and its procedures. It is intended for the information of employers, employees and unions who may be setting up safety committees, as well as those persons who have been nominated to a committee and are looking for guidance on what they and the committee should be doing.


Digitized by the Internet Archive
in 2023 with funding from
University of Toronto

https://archive.org/details/31761117669218

SECTION I - INTRODUCTION

"There is simply no alternative to the constructive work that the management and the workers can do for themselves. No legislation, no rules, no regulations, no inspectorate, of themselves, will provide safety. What will provide safety is a recognition by both management and workers that regulations and safety instructions need to be policed by themselves. In other words, there must be total involvement of the work force at the actual point where human activity is taking place."

Robins[1]

Although everybody in a workplace is said to be responsible, an organizational unit is needed that can co-ordinate safety activities and monitor the status of the workplace to ensure that all are doing what they should be doing. This function belongs to safety organizations which, depending on the size of the workplace, may consist of a single safety representative, or a number of safety and health committees supported by specialists, safety engineers and industrial hygienists. A joint committee recognizes this sharing of responsibility and gives workers the opportunity to participate in decisions that affect them directly. Committee meetings allow a free exchange of information and a pooling of knowledge and experience that leads to sounder decision making. The committee can be an invaluable communication link between management, workers and their unions. Nobody wants to see work injuries or illnesses, and preventing them is a shared aim that can foster understanding and co-operation between management and employees.

Self-regulation means the acceptance by management and workers of responsibility for safety and health in their establishment. The legal framework is in place; the safety acts, the regulations, standards and codes of practice state what is required to be done and the minimum standards that are to be met in the workplace. Compliance with the legal requirements must be complete and continuous. Periodic visits by a government inspector can do no more than monitor the situation at the time of the visit.

Note

(1) Unless otherwise indicated, any reference in this booklet to a "committee", "safety committee" or "safety and health committee" means a joint safety and health committee constituted in accordance with the provisions of the Canada Labour Code Part IV.

(2) The role of a worker safety representative is similar in many ways to that of the safety committee member. Therefore, the sections in this booklet pertaining to selection, role, functions and responsibilities of committees apply equally to the worker safety representative.

---

[1] Safety Health at Work, Report of the Robins Committee, Secretary of State for Employment, 1972.

Safety Responsibilities and Organization

Responsibility for workplace safety and health is defined in law. The employer is responsible for providing a safe and healthy workplace and for taking all necessary steps to protect the safety and health of employees. Employees, for their part, are required to take all reasonable and necessary precautions to ensure their own safety and the safety of their fellow employees. Those who may not be directly involved in organizing or carrying out the work may, nevertheless, contribute to and have an important role in the overall safety and health program. In this category are safety and health specialists, for both company and union, and safety and health committees.

It is important to understand that a safety committee does not have direct responsibility for the management or conduct of the work; that is management's responsibility. The safety committee's responsibility is to advise management on work organization and work practices for safety, and to marshall the resources of the workers to protect the safety and health of all. Although the safety committee consists of management and employee representatives who may be directly involved in operations, the committee itself is only advisory and cannot direct management to carry out its recommendations. Notwithstanding this limitation, the safety committee plays an important role in any safety and health program, and is the prime forum for communication and exchange of information on safety and health matters between workers and management.

Role of the Safety and Health Committee

In the federal jurisdiction, the Canada Labour Code Part IV sets out the functions of a safety committee and gives properly constituted committees the powers needed to carry out these functions. Similar provisions are made in provincial jurisdictions, since the principles of self-regulation are now widely accepted, and the key part the committee plays in a safety and health program is generally acknowledged. The activities assigned to the committee include the following:

- setting up programs to protect the safety and health of employees;
- monitoring the programs and work procedures designed to protect the safety and health of employees;
- dealing with employees' complaints and suggestions on safety and health;
- ensuring that complete records of work injuries and work hazards are maintained and monitored;
- monitoring hazard reports and recommending action;
- setting up and promoting programs to improve the training and education of employees in safety and health matters;
- participating in all inquiries and investigations on safety and health;

- consulting with professional and technical experts;

- making recommendations to management for the accident prevention and safety program activities;

- regular monitoring of safety programs and procedures.

The safety committee is given full access to all government and employer reports relating to the safety and health of employees represented by the committee and can request of the employer any information necessary to identify existing or potential hazards with respect to materials, processes or equipment in the workplace. Members of the safety committee are entitled to take the time necessary to carry out their duties and will be paid for that time.

Because the committee consists of both management and worker representatives it is the prime medium for joint consultation and recommendations on safety and health. Employers and employees share their concern for occupational safety and health. The joint safety committee provides a means of working together to identify hazards and develop acceptable solutions to problems. It assists management and workers to resolve safety and health concerns reasonably, on their own, and with minimum intervention from outside agencies.

Both workers and management stand to realize benefits from the operation of a joint safety and health committee, providing the committee members are well chosen and have the full support of management and workers. Some factors that should be considered in the selection and operation of a committee will be examined in the next section.

SECTION 2 - SETTING UP A SAFETY COMMITTEE

Committee Size

The size of a committee can influence its effectiveness. A small committee is usually better for getting action, while a large committee gets more people involved and thus increases its influence and improves communications with its constituency. In a small plant this may be an ideal arrangement; an employee safety representative with ready access to the plant manager can work very effectively without the need for formal meetings.

In a large operation, however, there may be more than one workplace and there may be more than one union that should be represented on the committee. As long as there are not more management than employee representatives, there is no need to limit the number of members, nor is it necessary to have equal numbers of management and employee representatives. Experience shows that a committee of more than twelve members is usually too large to be effective. In a large company, it is better to set up a number of small departmental committees and a supervisory policy committee, than to create one large committee that could be unmanageable. Large committees must spend a lot of time in meetings if all members are to have their say. A committee of four will normally work better than one consisting of ten and, as a general rule, in a larger committee there is a tendency toward more debate and less action.

The factors to be considered in deciding on the committee size are:

- number of employees at the worksite;
- degree of hazard in the workplace;
- number of workplaces;
- number of unions, and
- need to represent different shifts.

Selection of Members

Bearing in mind that the role of the safety committee is one of consultation and joint decision making or recommending action, the committee members should be selected for their ability to work co-operatively in a problem-solving manner. Research on the effectiveness of joint safety committees stresses the importance of separating the safety committee members from the pressures of the union-management contract negotiation process. To do this requires that the individuals who represent unions and employers on the safety committee should not be the same as those on the bargaining committee. Different kinds of behaviour are needed for the problem-solving approach of a safety committee than for the adversarial approach of a negotiating team.

Employee representatives should be selected on the basis of their knowledge of safety and health matters as well as their familiarity with the work processes. As well, it is preferable to choose individuals who are genuinely concerned and motivated to make their workplace safer and healthier. Experience shows that younger workers tend to have more interest in problem solving through joint committees and tend to make more suggestions. While it is logical to choose representatives who can bring some specialized knowledge or technical expertise in safety and health to the committee, nobody should be eliminated as a potential committee member because of his or her lack of knowledge or experience in dealing with safety and health concerns. A motivated employee will find committee work educational in itself, and there will be many opportunities to learn and develop the necessary expertise by participation in committee work.

Management Representatives

Given that the committee has no power in itself to act on its recommendations, it is important that the management representative on the committee have the authority to take action.

Committee members will quickly become frustrated and the committee will lose effectiveness if the management representative lacks any authority. If the representative has sufficient authority, however, many matters can be finalized and action agreed upon at the meeting, rather than requiring management approval of recommendations.

A company safety director or other safety and health professionals should not be automatic choices for committee members simply because of their functions. A safety director who reports to the senior line manager and has sufficient delegated authority to act on his behalf would be acceptable, but it is preferable that a safety professional who reports to a staff position such as the personnel director not be a committee member. These people can be called upon by the committee when their expert opinions are needed and the positions on the committee can be kept for employees and managers who are directly involved in, and responsible and accountable for, what actually happens in the workplace.

Employee Representatives

Employee representatives should be elected democratically wherever possible. In non-unionized operations, management should designate one or more employees to co-ordinate the selection of candidates and the election process.

In a unionized establishment, representatives will be selected in accordance with the union constitution, but allowance must be made for the differences in requirements for safety representatives and union stewards responsible for grievance or bargaining functions. Representatives should be working members of the establishment, rather than full-time union officers. This will ensure that the committee has direct access to the experience and know-how of those who are actually doing the jobs.

Use of Alternates

The committee should decide whether it will permit alternates to attend meetings in the place of regular members with the full rights and authority of the members they are replacing. It is important that committee meetings not be delayed or postponed because of the inability of some members to attend. If it is necessary to obtain a quorum, it is usually considered desirable to designate alternates who may replace regular members at committee meetings. The alternates should be selected in the same way as regular members, and their names should be posted where they may be seen by the employees.

Chairpersons

Joint safety committees should have two co-chairpersons, of equal standing, chosen from the members, one being the employee representative selected by employee members, the other selected by the management representatives. Usually the chairpersons will preside at alternate meetings, but the committee may choose to have each chairperson preside for a longer term, such as a year, before handing over the chair.

Committee Secretary

The committee secretary may be chosen from the members of the committee or may be a non-member. The secretary will have responsibility for preparing agendas, writing minutes and generally assisting the chairperson in the conduct of committee business. It is essential, therefore, that the person chosen should have the time required, as well as the ability to do the job. If there are professional safety or health staff in the organization, they would be considered for the position of secretary either as committee members or as non-members. The advantage of using safety and health professionals is that they are familiar with the issues being raised at meetings and will, in the course of their normal duties, be able to serve as an important communication link between committee, employees and management.

In the absence of any professional safety and health staff, or committee members who can take on the work of committee secretary, the company should make available a private secretary or stenographer who can record the proceedings and prepare agendas and minutes under the direction of the chairperson.

In any case, the employer is responsible for providing typing and clerical services for the committee.

Duties of the Secretary

Working under the instruction and advice of the chairperson, the secretary is responsible for the following activities:

- issuing notices for meetings;

- preparing agendas for meetings;

- ensuring that all necessary documents, correspondence, information, etc., are available for use at meetings; and

- taking notes of proceedings and preparing minutes of meetings.

In addition to these functions, the secretary will usually be expected to provide the following services of a continuing nature to the committee:

- acting as custodian of committee minutes, documents, and files, and making them available as required;

- assisting the chair in preparing correspondence or records;

- gathering information required by the committee;

- arranging meeting accommodation and notifying members of time and place of meetings; and

- maintaining records of the current status of committee activities.

SECTION 3 - COMMITTEE OPERATIONS

Terms of Reference

When the committee is formed, and preferably at its first meeting, certain matters of policy and procedure should be decided upon and set forth in writing as the terms of reference for the committee. Experience has shown that well-defined and understood terms of reference are essential for the effective operation of the committee. The terms of reference should include the following items:

- a statement of committee purpose;
- the scope of the committee's representation;
- the powers and functions of the committee;
- the composition of the committee, number of members, terms of office and procedures for selection or replacement; and
- provisions for
  - (a) frequency of meetings,
  - (b) quorum and attendance,
  - (c) special meetings,
  - (d) order of business,
  - (e) records to be kept.

While some of the items are prescribed by law, the committee is given authority to establish its own rules and procedures.

An example of suitable terms of reference is included in Appendix A.

Safety Committee Activities

The safety committee members are expected not only to become involved in and deal with safety and health matters as the need arises, but also to have an ongoing concern for the development of prevention programs for the improvement of workplace safety and health. Although the periodic meeting is a major event in the safety program, it should not be the only time when members concern themselves with the program, nor should all safety-related problems and complaints be held over to await resolution at the next meeting. Committee members can be expected to be involved in the following activities outside the regular meetings:

- workplace inspections;
- investigation of accidents;

- investigation of employee complaints;
- investigation of cases of refusal to work because of hazards; and
- development of programs for the prevention of occupational injury and illness.

The following sections outline the responsibilities of members for each of these activities and how they should proceed.

Safety Inspections

The safety committee is responsible for regular monitoring of the programs, work conditions and work procedures that relate to the safety of employees. This entails regular workplace inspections to identify hazards arising from work conditions or work practices and to monitor how well established safety procedures and programs are being followed. Usually, the committee will appoint a subcommittee to conduct workplace inspections, although a very small committee may decide to conduct the inspections as a whole.

Since it is the responsibility of management to provide a safe and healthy workplace, any deficiencies found in the course of the inspection should be brought to the attention of the supervisor immediately so that corrective action can be started. Only items that are not resolved satisfactorily by the supervisor need to be placed on the agenda for consideration at the next committee meeting.

It is not a good practice to schedule a safety inspection a day or two before the meeting and then have the committee work through a long list of deficiencies. The inspection should be made far enough ahead of the meeting so that minor housekeeping items can be corrected prior to the meeting, and the committee need only be concerned with matters of more significance.

The safety meeting should not be allowed to develop into a maintenance meeting. If it does, meetings will become boring and may be seen as a waste of time.

The person making an inspection must know what to look for and what are the hazards of the work being performed. A useful way of learning what is required is to study safety regulations. These have been developed over the years as experience has shown what practices should be followed and what should be prohibited. From knowledge of the regulations and the plant safety rules and practices, a committee member making an inspection can prepare a checklist of what to look for. By checking off items on the list as they are inspected, the inspector can be sure that important items are not overlooked.

During the inspection, notes should be made, even when the supervisor accompanies the inspector and undertakes to have each deficiency corrected. The inspector should follow up to see that action has been taken and should give the committee secretary a report of items completed and outstanding for discussion at the next meeting.

Investigations and Inquiries

Committee members should be involved in investigations and inquiries concerning safety and health, either as observers or as active investigators. The most likely occasions would be the investigation of serious accidents.

Accidents are investigated to determine their causes so that remedial action may be taken to eliminate the causes. Often the committee will review reports of accident investigations made by supervisors, and visit the accident site if necessary to determine whether the investigator did identify the actual causes and proper corrective action was taken. The committee may decide to carry out its own investigation or to follow up on investigations made by other people. The committee may be given responsibility for investigating all fatalities and serious accidents. In any case, committee members should recognize the importance of accident investigations as a method of identifying hazards and determining remedial action required. Although the hazard identification is too late to prevent the accident, at least it gives the opportunity to prevent recurrence, and this is a basic technique in accident prevention.

To assist members of a safety committee in this regard, a guide to the investigation and reporting of occupational accidents, with particular reference to enterprises subject to Part IV of the Canada Labour Code and the Canada Accident Investigation and Reporting Regulations, is available from Labour Canada. It is entitled, "Accident Investigation and Reporting".

Employee Complaints

The committee members who represent the employees constitute a very important communication link between management and employees. The committee can be regarded as a communication centre with direct connections to both sides. Workers should be assured that by talking to their safety committee member, they do have the ear of management. This assurance will develop if members are conscientious in listening to and taking the appropriate action on the concerns of their fellow employees.

Employees should be taught that they should first contact their foreman or supervisor if they have complaints or concerns about their safety or health. Often, though, they may be relunctant to approach their supervisor, or they may previously have been rebuffed. Whatever the situation, the committee member should receive the complaint and investigate it with the appropriate superviors. If the member is unable to resolve the complaint with the supervisor, the complaint should be brought up for discussion at the next meeting.

A most important step in the process is to keep the affected employee informed of the disposition of the matter. Even if no action is possible or the committee considers the complaint unjustified, the complainant should be told of the decision and the reasons for it.

Although employees are more likely to address their concerns and complaints to their own representatives on the committee, they could just as well express them to the management members. Any management representative receiving complaints as a committee member is obligated to respond to the complaint in a responsible manner and to report on it to the committee.

The safety committee should not be used or considered as a grievance committee. This does not preclude the possibility that an employee complaint may be dealt with by the safety committee instead of going through the grievance procedure. It is consistent with the co-operative approach to encourage employees to use the safety committee as the first means of resolving complaints on safety and health matters. However, should an aggrieved employee wish to pursue a complaint after the safety committee decision, the committee members should withdraw from the process and leave the matter to the formal grievance procedure.

Employee Refusal to Work

Under the Canada Labour Code, an employee may refuse to work if she or he considers that the work would be hazardous. A person refusing to work under these circumstances is required to report the circumstances to the safety committee as well as to his or her supervisor. The incident will then be investigated by the supervisor, or other management representative, in the presence of the person who refused to work and a committee member who is not a member of management.

A worker safety committee member who is involved in any such incident has a dual responsibility, first as the representative of the employee involved and, second, as a member of the safety committee. As the employee's representative, the member should protect the rights of the employee by ensuring that a proper investigation is made and the employee is not pressured into giving up the claim. As a member of the safety committee, she or he must work with the management investigator to develop a satisfactory resolution to the complaint. In this role, the member may well meet to consult with other members of the committee for their opinions and suggestions.

If the incident cannot be resolved to the satisfaction of the employee concerned and the worker continues to refuse to work, the matter has to be referred to a Canada Safety Officer for adjudication. The safety committee members' involvement ends at this point except for the report to the safety committee and any discussion at the next meeting.

SECTION 4 - THE SAFETY MEETING

Purpose

The business of the safety committee at the meetings arises from activities of members between meetings and the administration of the safety program. Activities that generate items for consideration are plant inspections, investigations of accidents or hazardous situations, investigations of employee complaints and consultations with technical experts.

Agenda

In preparation for a meeting, the secretary, in consultation with the co-chairpersons, draws up the agenda. The co-chairpersons, or the secretary on their behalf, will have canvassed the members for any items they may wish to bring up. The order of business should be standardized in a sequence such as the following:

- roll call;
- approval of minutes of previous meeting;
- consideration of unfinished business;
- consideration and disposition of complaints;
- review of recent accidents;
- reports by members and sub-committees on investigations and special assignments;
- reports of safety inspections with recommendations;
- reports on progress of safety program;
- discussion of new business;
- adjournment.

The secretary prepares an agenda, based on the order of business, with the addition of details on matters to be included and the names of persons who will be reporting on the items. The agenda is sent to committee members together with the notice of the time and place of the meeting and any background material members need to be able to understand and participate meaningfully in any discussion. The members should prepare themselves for the meeting by studying the material sent to them and informing themselves of any additional material they might need.

Knowing what is to be discussed at the meeting, the co-chairpersons may decide that some technical or specialist information is required on a particular matter. The secretary or a committee member may be commissioned to obtain the information for presentation at the meeting, or the chairpersons may arrange for a specialist to attend the meeting.

Whether the meetings are seen to be worthwhile and productive sessions or merely a waste of time will depend upon the attitudes and behaviour of the various members. Meetings will be productive if they are considered as problem-solving sessions that use the best knowledge and experience, regardless of its source, to develop solutions. If the employee representatives use the meetings as an extension of the bargaining process, management will view the committee as a means of union harassment, and the climate of co-operation essential to the effectiveness of the committee will be lost.

Conducting the Meeting

Safety committee meetings work by consensus to develop solutions and do not simply decide matters by majority vote. To do so would destroy the committee and make it impotent. Therefore, it is not necessary for committee meetings to follow strict parliamentary procedures with motions, amendments and votes on each motion. The chairperson should strive to develop a consensus among members in order to bring all issues to a conclusion.

The procedure followed in a meeting is essentially as follows: an agenda item is presented, a discussion follows to make sure everybody understands the problem: and members propose solutions, which are discussed in an effort to develop the best solution. The chairperson then states what he or she considers to be the consensus of the committee and the recommendation, if any, that should go forward to management.

The chairperson must ensure that each item on the agenda receives attention. Some conclusion should be reached on each item, if possible, even though this may mean referring the matter to a subcommittee for study and recommendations. The minutes should record the referral and the date that the subcommittee is to report on the item.

The chairperson may vary the order of items being discussed if there is a valid reason for doing so. This might include time constraints or the possibility that the agenda might not be completed. In such an event, the meeting could be adjourned and completed on another day. This should be done however, only under exceptional circumstances.

It is the responsibility of the chairperson to keep the meeting on track, cutting off irrelevant talk so that the agenda can be completed and the meeting closed on a constructive note. By spending some time preparing for the meeting the chairperson can ensure that the agenda is not too lengthy and that the information resources (both people and materials) will be available when required.

The meeting should start on time; late arrival of a member should not cause those present to have to wait. The chairperson must keep one eye on the agenda and one on the clock. If it appears that a discussion is not getting anywhere, the chairperson may cut it off and move on to the next item. If it appears that more information is needed on any item, it may be deferred to the next meeting.

It is inevitable that there will at times be differences of opinion, and these can sometimes lead to a clash between employees and management representatives. The chairperson should try to head off such confrontations by calling a break during which he or she should try to mediate.

Every meeting should close on a note of positive achievement so that participants do not go away feeling that they have wasted their time. The chairperson should summarize any major recommendations, decisions and assignments as well as the deadlines for any action to be taken.

Minutes

The minutes of a meeting provide a permanent record of the matters discussed and the decisions reached. As well as providing historical records of the committee activity, the minutes serve to inform the employees and management represented by the committee of the committee proceedings.

Because of the information and communication functions served by the minutes, they should contain more than just a listing of the items and decisions. There should be a brief résumé of the discussion as well as cumulative statistics on committee activities and the safety program. A sample format for maintaining a record of committee activities is found in Appendix C.

Minutes are not intended to be a verbatim account of the proceedings and it is not necessary to have a transcript. The secretary should take notes as the meeting progresses and prepare the actual minutes as soon as possible afterwards. The chairperson can help the secretary by summarizing the decisions reached and action to be taken. The secretary is always free to ask the chairperson for clarification or further information on any point.

The minutes should be brief and factual. They should indicate not only where action is required to be taken, but also who is assigned to act and what deadline and reporting is required. The chairperson and members should study the minutes carefully to ensure they are correct. Since the minutes will be distributed outside the committee, the secretary should have a draft of the minutes approved by the chairperson before issuing them in final form.

The minutes, signed by both co-chairpersons, are then distributed to members and posted for the information of employees. Copies of minutes may also be required by the regulatory authority. A suggested format for minutes of meetings is included in Appendix B.

SECTION 5 - FOLLOW-UP ACTION

Information and Communication

Safety committees established under the Canada Labour Code are entitled to free access to all government and employer reports relating to the safety and health of the employees represented by the committee. In addition, the employer must, when requested by the committee, supply information the committee needs to identify hazards in the workplace.

Often the employer may not have information required and it will be necessary to look further afield. A prime source of information for committees in the federal jurisdiction is the nearest office of Labour Canada. Labour Canada has at its disposal an extensive library of reference material on occupational safety and health; and in addition, it has computer links to the information storage and retrieval systems of the Canadian Centre for Occupational Health and Safety in Hamilton, Ontario. Through this service, information is available on workplace hazards and how to deal with them.

Other useful sources of information are provincial safety associations, the Canada Safety Council and the National Safety Council in the U.S.A.

Safety committee members will find that they frequently need information at short notice. If they do not have ready access to a library containing reference material on occupational safety and health, they should consider recommending the purchase for committee use of some basic reference material. Appendix D lists some books that are recommended for their comprehensive coverage of occupational safety and health principles and practices.

Safety Programming

For assistance and guidance in developing and maintaining an accident prevention program, the committee should refer to the Labour Canada booklet "Planning for Safety". This booklet deals with the essential components of a comprehensive accident prevention program, starting with the development and publication by management of a company safety organization and safety systems necessary for the elimination and control of workplace hazards.

Education and Training

Education is a vital part of the committee's activities. The education of members comes about largely through increased knowledge and awareness of safety and health matters as a result of working on the committee. The education of other employees can be furthered by the example and teaching of committee members and by the dissemination of information by the committee.

Committee members gain increased understanding of the complexity of problems through the exchange of information at meetings. Because of the breadth of knowledge needed, it is recommended that part of every committee meeting should be educational. Members with particular expertise can give informative talks; members can take turns to research a topic and prepare a

short talk for the committee meeting. Experts can be invited from outside organizations to make a presentation. For example, a safety equipment supplier might talk on protective equipment, a chemical supplier on the handling of hazardous materials and so on.

Almost invariably, the work of safety committee members has a profound effect on their personal attitudes and sharpens their perceptions of the world around them. For this reason alone it is worthwhile to change members as often as is practicable, so that many people can share the experience of working on a safety committee.

Communication

If the committee is to be seen by workers as an important channel for their input to the decision-making process, they must be kept informed on the committee's activities. The minutes of meetings should be prepared promptly after the meeting and posted in a conspicuous place for all to see. The worker representatives on the committee should make it their responsibility to report back to those who make complaints or suggestions and to keep in touch with them until the matters have been resolved.

Communications with management will usually be taken care of by distribution of the minutes, supplemented by briefing of management by their representatives on the committee.

If the workers are represented by a union, the committee representative should ensure that safety and health are reported on and discussed at union local meetings. If the local publishes a newsletter, there should be a report of committee activities in each issue. This may consist of the minutes of the last meeting or an educational item on safety and health.

The committee members should be identified when they go about the workplace, so that workers can readily contact them as the need arises. The employer must ensure that the names of committee members are posted so that employees will know whom to contact.

The safety committee should periodically hold plant meetings for purposes of information and discussion. The committee can use these meetings to report to the employees and to invite their comments and evaluation of the committee's performance. The meeting can be useful for explaining to employees their rights and obligations under the law and how they can be served by the safety committee.

SECTION 6 - THE ROLE OF LABOUR CANADA

Administration of Canada Labour Code, Part IV

Labour Canada is the department responsible for regulating labour affairs of employers in the federal jurisdiction. Occupational safety and health is governed by Part IV of the Canada Labour Code and is administered by Labour Canada which has regional and district offices located across Canada. Labour affairs officers of the department will assist employers to set up and operate safety and health committees and will provide these committees with training and technical advisory services. A complete listing of addresses and telephone numbers of regional and district offices is contained in this publication.

Occupational Health

Safety problems can generally be handled at the plant level with the resources available there. Occupational health problems, on the other hand, can be very complex, and their solutions may call for a high degree of specialized knowledge and access to highly sophisticated laboratory and instrumentation capabilities. When a committee thinks that an occupational health problem may exist in the workplace, it should contact Labour Canada and request assistance.

In addition to information, Labour Canada has the technical resources to assess and recommend control measures for occupational health hazards.

Conclusion

The attitudes of the employers and the unions are critical in determining the success or failure of a joint safety and health committee. The key ingredients of an effective committee program are a strong commitment by top management, expressed in policies and practices supportive of the committee, plus the interest and involvement of the workers.

Members of the committee must have the time necessary to do the job and should be selected for their knowledge and ability to operate in a problem-solving rather than adversarial manner. There are so many problems to be solved and so much to be learned about occupational safety and health that those who rise to the challenge and become involved in the process will find it to be, although sometimes frustrating, almost always interesting and often very rewarding.

SECTION 7 - APPENDIX A

Example of Committee Terms of Reference

1. Name of Safety and Health Committee

   Necessary for identification where there are other committees in the establishment.

2. Constituency

   Identify the parts of the operation or the groups of employees represented by the committee.

3. Functions of Committee

   The committee shall be the principal forum for joint labour-management consultation on, and the development of solutions to, safety and health problems in the workplace. To discharge this responsibility the committee is responsible for the following activities:

   (a) receiving and dealing with employee complaints on matters of safety and health.

   (b) establishing and promoting programs for the education of employees in safety and health.

   (c) participating in all inquiries and investigations into occupational safety and health matters.

   (d) consulting with professional and technical experts as necessary.

   (e) setting up and maintaining programs and work procedures for the protection of employee safety and health.

   (f) monitoring programs and practices related to occupational safety and health.

   (g) ensuring that adequate records are kept on work accidents, injuries, illnesses and health hazards, and monitoring the records.

   (h) collecting information on existing or potential hazards to safety or health in the workplace.

   (i) reviewing and taking appropriate action on all government and employer reports concerning the safety and health of employees.

4. Records

The committee will keep accurate records of all matters that come before it.

5. Meetings

(a) The committee will meet monthly during working hours on the third working day of each month.

(b) Special meetings if required will be held at the call of the co-chairpersons.

(c) A quorum shall consist of a majority of members, providing that at least half are employee representatives.

(The committee will add any procedures it considers necessary for the meetings.)

6. Agendas and Minutes

(a) An agenda will be prepared by the secretary under the direction of the co-chairpersons and distributed to members prior to the meeting.

(b) Minutes will be prepared as soon as possible after the meeting and will be sent to all members and posted where employees may read them.

(c) Copies of minutes and reports of committee activity will be forwarded to Labour Canada as required.

7. Composition of Committee

(a) The committee shall consist of _____ members.

(b) One employee representative will be appointed from each of the following areas or unions (list areas or unions.)

(c) One management representative will be appointed from each of the following areas (list).

8. Committee Officers

The committee will have co-chairpersons, one representing employees and one representing management. The chair shall alternate monthly.

The secretary appointed by the committee will be responsible for keeping records of meetings and preparing and distributing agendas and minutes under the direction of the co-chairpersons.

9. Amendments

These terms of reference may be amended by a majority vote of committee members.

APPENDIX B

Sample Format of Minutes of Meeting

Minutes of (name)

Safety and Health Committee

(Prince Rupert, B.C. 10:00 a.m. July 5/83)

Mr. Smith opened the meeting at 10:00 hours in the Main Conference Room on July 5, 1983 with the following in attendance:

R.S. Smith	Track and Roadway Engineer	Co-chairperson
J.F. Arnold	Track Maintainer	Co-chairperson
T. Matthews	Safety Supervisor	Secretary
T.A. Brown	Welder Foreman	Member
E.F. Green	Roadmaster	Member
D. Abby	Sr. Labour Affairs Officer	Visitor
G.F. Good	Accident Prevention Co-ordinator	Visitor

Mr. Smith read the minutes of the previous meeting, which were adopted as read.

OLD BUSINESS	ACTION BY	DATE REQUIRED
Item 3-6-83 - Dust Masks		
Disposable "XYZ" dust masks were found to be the best masks for the type of work being performed and are being stocked for use.		
Item 2-5-83 - Safety Awards		
It was agreed that two pens be awarded for safety for July and August.		
Item 4-3-83 - Sweat Bands		
It was agreed that bands be purchased as soon as possible.		

OLD BUSINESS	ACTION BY	DATE REQUIRED

Accident Reports

Mr. Arnold discussed the accident reports received since the last meeting and the following recommendations were made.

- When hitting one hammer with another, a hose bag should be on the hammer being struck and a sledge hammer should be used as the striking tool.

- When pulling on ties with tie tongs, employees must ensure tongs are sharp and properly embedded in the ties. They should also ensure proper footing.

- It was recommended that the old type claw bar be supplied in the future.

NEW BUSINESS

Item 5-7-83 - No Trespassing Signs

It was recommended that "No Trespassing" signs be placed at the site of the No. 3 building until the building has been demolished.

General Comments

Mr. Abby commented that he was pleased with the minutes of the previous meeting.

It was mentioned that copies of the new company safety directives will be sent out shortly.

The meeting adjourned at 11:55 hours. The next meeting is scheduled for August 31, 1983.

R.S. Smith
Co-chairperson

J.R. Arnold
Co-chairperson

Labour Canada Travail Canada

APPENDIX C

SAFETY AND HEALTH COMMITTEE ACTIVITY REPORT
RAPPORT DES ACTIVITÉS DU COMITÉ D'HYGIÈNE ET DE SÉCURITÉ

FILE NO.:
NUMÉRO DE RÉFÉRENCE: 925 - 2W - 1

ESTAB. NO.:
NUMÉRO D'ÉTABLISSEMENT: 123456

BRANCH NO.:
NUMÉRO DE LA SUCCURSALE: 12345

NAME:
NOM: Worldair Maintenance Workers

LOCATION: Moose Jaw, Saskatchewan

YEAR:
ANNÉE: 19 ____

COMMITTEE ACTIVITY LEVEL: NIVEAU DES ACTIVITÉS DU COMITÉ:	JAN. JANV.	FEB. FÉV.	MAR. MARS	APR. AVR.	MAY MAI	JUNE JUIN	JULY JUIL.	AUG. AOÛT	SEP. SEPT.	OCT.	NOV.	DÉC.	TOTAL
1. No. of Meetings Nombre de réunions	2	1	1										
2. No. of Safety Inspections Nombre d'inspections de sécurité	1	2	1										
3. No. of Accident Investigations Nombre d'enquêtes sur des accidents	2	0	1										
4. No. of Technical Studies and Special Surveys Nombre d'études techniques et d'études spéciales	0	1	0										
5. No. of Educational Programs Nombre de programmes éducatifs	0	0	1										
SAFETY INSPECTIONS: INSPECTIONS DE SÉCURITÉ:													
6. Deficiencies Identified Conditions dangereuses constatées	7	5	2										
7. Deficiencies Resolved Before Committee Meeting Conditions dangereuses résolues avant la réunion du comité	5	4	2										
SAFETY/HEALTH COMPLAINTS: PLAINTES RELATIVES À LA SÉCURITÉ ET À L'HYGIÈNE:													
8. Received by Committee Plaintes reçues par le comité	3	0	1										
9. Resolved by Committee Plaintes résolues par le comité	2	0	1										
REFUSAL-TO-WORK CASES: CAS DE REFUS DE TRAVAIL:													
10. Reported to Committee Signalés au comité	1	0	1										
11. Resolved by Committee Résolus par le comité	1	0	0										
NUMBER OF ITEMS OUTSTANDING: NOMBRE D'ARTICLES EN SOUFFRANCE:													
12. Deficiencies Identified in Safety Inspections Conditions dangereuses constatées par des inspections de sécurité	2	1	0										(1)
13. Safety/Health Complaints Plaintes relatives à la sécurité et à l'hygiène	1	0	0										(1)
14. Refusal-to-Work Cases Cas de refus de travail	0	0	1										(1)
SAFETY RECORD: DOSSIER DE SÉCURITÉ:													
15. No. of Employees Nombre d'employé(e)s	210	210	200										(1)
16. No. of Work Injuries Nombre d'accidents de travail	3	0	1										
17. Time Lost Due to Injuries (Man-Days) Temps perdu à cause de blessures (jours-hommes)	17	0	2										
18. Medical Costs & Compensation Paid ($) Frais médicaux et indemnisation payée ($)	N/A	N/A	N/A										

Lab/Trav 499 (5/78)

Note: (1) Monthly average – Moyenne mensuelle

APPENDIX D

Recommended Reference Material

1. Accident Prevention Manual for Industrial Operations,
   National Safety Council, Chicago.

2. Fundamentals of Industrial Hygiene,
   National Safety Council, Chicago.

3. Dangerous Properties of Industrial Materials,
   Irwin N. Sax, Reinhold Publishing Corp.

4. Threshold Limit Values for Chemical Substances and Physical Agents in the Workroom Environment
   Published annually by the American Conference of Governmental Industrial Hygienists (ACGIH)

5. Planning for Safety
   Labour Canada

6. Safety Audit Guide
   Labour Canada

7. Accident Investigation and Reporting
   Labour Canada

APPENDIX E

Information

For further information, contact any of Labour Canada's regional or district offices:

HEADQUARTERS

Labour Canada
Ottawa, Ontario
K1A 0J2
Telephone: (819)997-0040

ATLANTIC REGION

Labour Canada
Professional Arts Bldg.
100 Arden Street
P.O. Box 2967, Station A
Moncton, N.B.
E1C 8T8
Telephone: (506)388-6640

Labour Canada
Professional Arts Bldg.
6th Floor,
100 Arden Street
Moncton, N.B.
E1C 4B7
Telephone: (506)388-7424

Labour Canada
Sir Humphrey Gilbert Bldg.
P.O. Box 5278
St. John's, Nfld.
A1C 5W1
Telephone: (709)722-5022

Labour Canada
Suite 300
6009 Quinpool Road
P.O. Box 8628
Halifax, N.S.
B3K 5M3
Telephone: (902)426-3833

Labour Canada
P.O. Box 1267
Fredericton, N.B.
E3B 5C8
Telephone: (506)452-3191

Labour Canada
Government of Canada Bldg.
308 George Street
Sydney, N.S.
B1P 1J8
Telephone: (902)539-1956

ST. LAWRENCE REGION

Labour Canada
Port of Montreal Bldg.
2nd Floor, 3rd Wing
Cité du Havre
Montréal, Québec
H3C 3R5
Telephone: (514)283-6250

Labour Canada
390 Dorchester Street
P.O. Box 3279
St. Roch Station
Québec, Québec
G1K 6Y7
Telephone: (418)694-7707

GREAT LAKES REGION

Labour Canada
Mezzanine
Suite 200
4900 Yonge Street
Willowdale, Ontario
M2N 6C3
Telephone: (416)224-3850

Labour Canada
SBI Bldg., 11th Floor
Billings Bridge Plaza
2323 Riverside Drive
Ottawa, Ontario
K1H 8L5
Telephone: (613)998-9083

Labour Canada
Federal Government Bldg.
3rd Floor
19 Lisgar Street
Sudbury, Ontario
P3E 3L4
Telephone: (705)675-0616

Labour Canada
Dominion Public Bldg.
Room 525
457 Richmond Street
London, Ontario
N6A 3E3
Telephone: (519)679-4047

CENTRAL REGION

Labour Canada
Canadian Grain
Commission Building
Room 400
303 Main Street
Winnipeg, Manitoba
R3C 3G7
Telephone: (204)949-6375

Labour Canada
Manitoba District Office
Room 503
169 Pioneer Avenue
Winnipeg, Manitoba
R3C 0H2
Telephone: (204)949-2409

Labour Canada
Financial Building
Room 301
2101 Scarth Street
Regina, Sask.
S4P 2H9
Telephone: (306)359-5408

Labour Canada
Federal Building
Room 306
1st Avenue - 22nd Street
Saskatoon, Sask.
S7K 0E1
Telephone: (306)665-4303

Labour Canada
Room 306
33 Court Street S.
Thunder Bay, Ontario
P7B 2W6
Telephone: (807)345-5474

MOUNTAIN REGION

Labour Canada
7th Floor
750 Cambie Street
Vancouver, B.C.
V6B 2P2
Telephone: (604)666-1656

Labour Canada
Oliver Building
10225 - 100th Avenue
Edmonton, Alberta
T5J 0A1
Telephone: (403)420-2993

Labour Canada
Room 574,
220 - 4th Avenue S.E.
P.O. Box 2800
Station M
Calgary, Alberta
T2P 3C2
Telephone: (403)231-4566

Labour Canada
Chancery Court
Suite 240
220 - 4th Street South
Lethbridge, Alberta
T1S 4J7
Telephone: (403)320-7777

Labour Canada
Room 208
3105 - 3rd Avenue
Whitehorse, Y.T.
Y1A 1E5
Telephone: (403)668-4346

Labour Canada
1294 - 3rd Avenue
Prince George, B.C.
V2L 3E7
Telephone: (604)564-6990

Labour Canada
Room 201
347 Leon Avenue
Kelowna, B.C.
V1Y 8C7
Telephone: (604)763-5225

Labour Canada
Travail Canada

CA1
L170
-E75

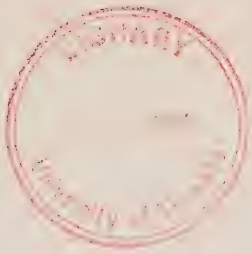
ESTABLISHMENT AND OPERATION OF SAFETY AND HEALTH COMMITTEES

OCCUPATIONAL SAFETY AND HEALTH

Canada

ESTABLISHMENT AND OPERATION OF SAFETY AND HEALTH COMMITTEES

OCCUPATIONAL SAFETY AND HEALTH



Published by authority of the Minister of Labour,
Government of Canada

Également disponible en français sous le titre

L'établissement et le fonctionnement d'un comité de sécurité et d'hygiène

Further copies of this publication are available from

Publications Distribution Centre
Labour Canada
Ottawa, Ontario
K1A 0J2
(819) 994-0543

©Minister of Supply and Services Canada, 1986

Catalogue No. L31-51/1986E
ISBN 0-662-14666-2
Labour Canada Catalogue No. L46-1618/86E

CONTENTS

FOREWORD v

SECTION 1 - INTRODUCTION 1

Safety Responsibilities and Organization 2
Role of the Safety and Health Committee 2

SECTION 2 - SETTING UP A SAFETY AND HEALTH COMMITTEE 4

Committee Size 4
Selection of Members 4
Employer Members 5
Employee Members 5
Use of Alternates 6
Chairpersons 6
Committee Secretary 6
Duties of the Secretary 6

SECTION 3 - COMMITTEE OPERATIONS 8

Terms of Reference 8
Committee Activities 8
Safety Inspections 9
Investigations and Inquiries 10
Employee Complaints 10
Employee Refusal to Work 11

SECTION 4 - THE SAFETY AND HEALTH COMMITTEE MEETING 12

Purpose 12
Agenda 12
Conducting the Meeting 13
Minutes 14

SECTION 5 - FOLLOW-UP ACTION 15

Information and Communication 15
Safety Programming 15
Education and Training 15
Communication 16

CONTENTS (continued)

SECTION 6 - THE ROLE OF LABOUR CANADA 17

The Canada Labour Code, Part IV 17
Powers of Safety and Health Committees and Representatives 17
Conclusion 19

SECTION 7 - APPENDICES 21

Appendix A - Terms of Reference 23

Appendix B - Sample Format of Minutes of Meeting 26

Appendix C - Recommended Reference Material 28

Appendix D - Addresses, Regional and District Offices 29

FOREWORD

The control of workplace hazards and the reduction or elimination of occupational injuries or illnesses require that employers and employees be involved all the time in an organized prevention program. To be successful any such program must also involve employees in its planning and management. This can be done by setting up a safety and health committee to organize and conduct a prevention program and to provide the leadership and direction needed for its success. The importance of safety and health committees is recognized in provisions contained in the Canada Labour Code, Part IV.

A strong committee will be effective in implementing a sound accident prevention program; a weak committee will waste time and money on futile confrontations. The difference between effective and ineffective committees lies in the commitment and sincerity of its members, their understanding of the committee's role and functions, and the extent to which members accept their individual responsibilities as committee members.

This booklet examines the factors to be considered in establishing an effective committee. These factors include the selection of safety and health committee members, the responsibilities of the members, the role and functions of the committee, and its procedures. It is intended for the information of employers, employees and trade unions who may be setting up safety committees, as well as those persons who have been nominated to a committee and are looking for guidance on what they and the committee should be doing.

SECTION I - INTRODUCTION

"There is simply no alternative to the constructive work that the management and the workers can do for themselves. No legislation, no rules, no regulations, no inspectorate, of themselves, will provide safety. What will provide safety is a recognition by both management and workers that regulations and safety instructions need to be policed by themselves. In other words, there must be total involvement of the work force at the actual point where human activity is taking place."

Robens[1]

This statement, which draws our attention to the role of employers and employees in protecting safety and health, is as true today as it was in 1972 when it was included in a comprehensive enquiry into workplace safety and health in Great Britain.

The moral and legal responsibility for workplace safety and health is shared among management, supervisors, and employees. One mechanism for these parties to co-ordinate their activities is a safety and health committee. The legal obligations that govern the composition and functioning of these committees are set by government agencies in consultation with representatives of employees and employers. The rules governing these committees in the federal jurisdiction are laid out in the Canada Labour Code, Part IV, and regulations dealing with safety and health committees. The underlying intent of these legal provisions is to provide the framework for workplaces to engender what is often termed "an internal responsibility system". When the internal responsibility system is developed, employees and employers co-operate to ensure that the workplace has effective safety and health policies and procedures.

A committee recognizes this sharing of responsibility and gives employees the opportunity to participate in decisions that affect them directly. Committee meetings allow a free exchange of information and a pooling of knowledge and experience that leads to sounder decision making. The committee can be an invaluable communication link between employer, employees and their trade unions. Nobody wants to see work injuries or illnesses, and preventing them is a shared aim that can foster understanding and co-operation between employer and employees.

Voluntary compliance means the acceptance by management and workers of responsibility for safety and health in their workplace. The legal framework is in place; the safety legislation, the regulations, standards and codes of practice state what is required to be done and the minimum standards that are to be met. Compliance with the legal requirements must be complete and continuous. Periodic visits by a government inspector can do no more than monitor the situation at the time of the visit.

---

[1] Safety and Health at Work, Report of the Robens Committee, Secretary of State for Employment, 1972.

Note

(1) Unless otherwise indicated, any reference in this booklet to a "committee" means a safety and health committee.

(2) The role of an employee safety and health representative is similar in many ways to that of the safety and health committee member. Therefore, the sections in this booklet pertaining to selection, role, functions and responsibilities of committees apply equally to the employee safety and health representative.

Safety Responsibilities and Organization

Responsibility for workplace safety and health is defined in law. The employer is responsible for providing a safe and healthy workplace and for taking all necessary steps to protect the safety and health of employees. Employees, for their part, are required to take all reasonable and necessary precautions to ensure their own safety and the safety of their fellow employees. Those who may not be directly involved in organizing or carrying out the work may, nevertheless, contribute to and have an important role in the overall safety and health program. In this category are safety and health specialists, who may assist both company and union, as well as safety and health committees.

It is important to understand that a safety committee does not have direct responsibility for the management or conduct of the work; that is the employer's responsibility. The safety committee's responsibility is to advise the employer on work organization and work practices for safety, and to provide employees with leadership in protecting the safety and health of all. Although the committee consists of employer and employee representatives who may be directly involved in operations, the committee itself is only advisory and cannot direct management to carry out its recommendations. In spite of this limitation, the committee plays an important role in any safety and health program, and is the prime forum for communication and exchange of information on safety and health matters between employees and their employers.

Role of the Safety and Health Committee

In the federal jurisdiction, the Canada Labour Code, Part IV, sets out the functions of a safety committee. Similar provisions are made in provincial jurisdictions, since the principles of voluntary compliance are now widely accepted, and the key part the committee plays in a safety and health program is generally acknowledged. The activities assigned to the committee include:

- setting up programs to protect the safety and health of employees;
- monitoring the programs and work procedures designed to protect the safety and health of employees;
- dealing with employees' complaints and suggestions on safety and health;
- ensuring that complete records of work injuries and work hazards are maintained and monitored;

- monitoring hazard reports and recommending action;
- setting up and promoting programs to improve the training and education of employees in safety and health matters;
- participating in all inquiries and investigations on safety and health;
- consulting with professional and technical experts;
- making recommendations to management for the accident prevention and safety program activities;
- regularly monitoring safety programs and procedures.

The safety and health committee is given full access to all government and employer reports relating to the safety and health of employees represented by the committee and can request of the employer any information necessary to identify existing or potential hazards with respect to materials, processes or equipment in the workplace. Members of the committee are entitled to take the time necessary to carry out their duties and will be paid for that time.

Because the committee consists of both employer and employee members it is the prime medium for joint consultation and recommendations on safety and health. Employers and employees share their concern for occupational safety and health. The committee provides a means of working together to identify hazards and develop acceptable solutions to problems. It assists the employer and the employees in resolving safety and health concerns reasonably, on their own, and with minimum intervention from outside agencies.

Both employers and employees stand to benefit from the effective operation of a safety and health committee, providing the committee members are well chosen and have the full support of the employer and the employees. Some factors that should be considered in the selection and operation of a committee will be examined in the next section.

SECTION 2 - SETTING UP A SAFETY AND HEALTH COMMITTEE

Committee Size

The size of a committee can influence its effectiveness. A small committee is usually better for getting action, while a large committee gets more people involved and thus increases its influence and improves communications throughout the workplace.

In a large operation, however, there may be more than one workplace and there may be more than one trade union that should be represented on the committee. As long as there are not more employer than employee representatives, there is no need to limit the number of members, nor is it necessary to have equal numbers of employer and employee representatives. Experience shows that a committee of more than twelve members may be ineffective. In a large company, it is better to set up a number of small departmental committees, and a supervisory policy committee, than to create one large committee that could be unmanageable. Large committees must spend a lot of time in meetings if all members are to have their say. A committee of four will normally work better than one consisting of ten and, as a general rule, in a larger committee there is a tendency toward more debate and less action.

The factors to be considered in deciding on the committee size are:

- number of employees at the worksite,
- degree of hazard in the workplace,
- the variety of functions,
- number of workplaces,
- number of trade unions, and
- need to represent different shifts.

Selection of Members

Bearing in mind that the role of the committee is one of consultation and joint decision making or recommending action, the committee members should be selected for their ability to work co-operatively in a problem-solving manner. Research on the effectiveness of committees stresses the importance of separating the committee members from the pressures of the union-management contract negotiation process. To do this requires that the individuals who represent trade unions and employers on the committee should not be the same as those on the bargaining committee. Different kinds of behaviour are needed for the problem-solving approach of a safety and health committee than for the adversarial approach of a negotiating team.

Employee members should be selected on the basis of their knowledge of safety and health matters as well as their familiarity with the work processes. As well, it is preferable to choose individuals who are genuinely concerned and motivated to make their workplace safer and healthier. While it is logical to choose representatives who can bring some specialized knowledge or technical expertise in safety and health to the committee, nobody should be eliminated as a potential committee member because of his or her lack of knowledge or experience in dealing with safety and health concerns. A motivated employee will find committee work educational in itself, and there will be many opportunities to learn and develop the necessary expertise by participation in committee work.

Employer Members

Given that the committee has no power in itself to act on its recommendations, it is important that the employer members on the committee have the authority to take action.

Committee members will quickly become frustrated and the committee will lose effectiveness if the employer representatives lack authority. If the employer representatives have sufficient authority, many matters can be finalized and action agreed upon at the meeting, rather than requiring management approval at a higher level.

A company safety director or other safety and health professionals should not be automatic choices as committee members simply because of their functions. A safety director who reports to the senior line manager and has sufficient delegated authority to act on the line manager's behalf would be acceptable, but it is preferable that a safety professional who reports to a staff position such as the personnel director not be a committee member. They can be called upon by the committee when their expert opinions are needed, and the positions on the committee can be kept for employees and managers who are directly involved in and accountable for what actually happens in the workplace.

Employee Members

Employee members should be elected democratically wherever possible. In non-unionized operations, management could designate one or more employees to co-ordinate the selection of candidates and the election process.

In a unionized establishment, representatives will be selected in accordance with the union constitution, but allowance must be made for the differences in requirements for safety and health representatives and union stewards responsible for grievance or bargaining functions. Representatives should be working members of the establishment, rather than full-time union officers. This will ensure that the committee has direct access to the experience and know-how of those who are actually doing the jobs.

Use of Alternates

The committee should decide whether it will permit alternates to attend meetings in the place of regular members with the full rights and authority of the members they are replacing. It is important that committee meetings not be delayed or postponed because of the inability of some members to attend. If it is necessary in order to obtain a quorum, it is usually considered desirable to designate alternates who may replace regular members at committee meetings. The alternates should be selected in the same way as regular members, and their names should be posted where they may be seen by the employees.

Chairpersons

Committees should have two chairpersons chosen from the members, one being the employee representative selected by employee members, the other being the employer representative. Usually the chairpersons will preside at alternate meetings, but the committee may choose to have each chairperson preside for a longer term, such as three or four months, before handing over the chair.

Committee Secretary

The committee secretary may be chosen from the members of the committee or may be a non-member. The secretary will have responsibility for preparing agendas, writing minutes, preparing reports and generally assisting the chairperson in the conduct of committee business. It is essential, therefore, that the person chosen should have the time required, as well as the ability to do the job. If there are professional safety and health staff in the organization, they would be considered for the position of secretary either as committee members or as non-members. The advantage of using safety and health professionals is that they are familiar with the issues being raised at meetings and will, in the course of their normal duties, be able to serve as an important communication link between committee, employees and employer.

In the absence of any professional safety and health staff, or committee members who can take on the work of committee secretary, the company should make available a person who can record the proceedings and prepare agendas and minutes under the direction of the chairperson.

Duties of the Secretary

Working under the instruction and advice of the chairperson, the secretary is normally responsible for the following activities:

- issuing notices of meetings;

- preparing agendas for meetings;

- ensuring that all necessary documents, correspondence, information, etc., are available for use at meetings; and

- taking notes of proceedings and preparing minutes of meetings.

In addition to these functions, the secretary will usually be expected to provide the following services of a continuing nature for the committee:

- acting as custodian of committee minutes, documents, and files, and making them available as required;

- assisting the chair in preparing correspondence or records;

- gathering information required by the committee;

- arranging meeting accommodation and notifying members of time and place of meetings;

- maintaining records of the current status of committee activities; and

- issuing the annual report.

SECTION 3 - COMMITTEE OPERATIONS

Terms of Reference

When the committee is formed, and preferably at its first meeting, certain matters of policy and procedure are decided upon and set forth in writing as the terms of reference for the committee. Experience has shown that well-defined and understood terms of reference are essential for the effective operation of the committee. The terms of reference should include the following:

- a statement of committee purpose;
- the scope of the committee's representation;
- the powers and functions of the committee;
- the composition of the committee, number of members, terms of office and procedures for selection or replacement; and
- provisions for

  (a) frequency of meetings,

  (b) quorum and attendance,

  (c) special meetings,

  (d) order of business,

  (e) records to be kept.

While some of the items are prescribed by law, the committee is given authority to establish additional rules and procedures.

An example of suitable terms of reference is included in Appendix A.

Committee Activities

The committee members are expected not only to become involved in and deal with safety and health matters as the need arises, but also to have an ongoing concern for the development of prevention programs for the improvement of workplace safety and health. Although the periodic meeting is a major event in the safety program, it should not be the only time when members concern themselves with the program, nor should all safety-related problems and complaints be held over to await resolution at the next meeting. Committee members can be expected to be involved in the following activities outside the regular meetings:

- workplace inspections;
- investigation of accidents;

- investigation of employee complaints;
- investigation of cases of refusal to work because of hazards; and
- development of programs for the prevention of occupational injury and illness.

The following sections outline the responsibilities of members for each of these activities and how they should proceed.

Safety Inspections

The committee is responsible for regular monitoring of the programs, work conditions and work procedures that relate to the safety of employees. This entails regular workplace inspections to identify hazards arising from work conditions or work practices and to ensure that established safety procedures and programs are being followed. Usually, the committee will appoint a subcommittee to conduct workplace inspections, although a very small committee may decide to conduct the inspections as a whole.

Since it is the responsibility of the employer to provide a safe and healthy workplace, any deficiencies found in the course of the inspection should immediately be brought to the attention of the supervisor so that corrective action can be started. Only items that are not resolved satisfactorily by the supervisor need to be placed on the agenda for consideration at the next committee meeting.

It is not a good practice to schedule a safety inspection a day or two before the meeting and then have the committee work through a long list of deficiencies. The inspection should be made far enough ahead of the meeting so that minor housekeeping items can be corrected prior to the meeting and the committee need only be concerned with matters of more significance.

The committee meeting should not be allowed to develop into a maintenance meeting. If it does, meetings will become boring and may be seen as a waste of time.

The person making an inspection must know what to look for and what are the hazards of the work being performed. A useful way of learning what is required is to study safety regulations. These have been developed over the years as experience has shown what practices should be followed and what should be prohibited. From knowledge of the regulations and the plant safety rules and practices, a committee member making an inspection can prepare a checklist of what to look for. By checking off items on the list as they are inspected, the inspector can be sure that important items are not overlooked.

During the inspection, notes should be made, even when the supervisor accompanies the inspector and undertakes to have each deficiency corrected. The inspector should follow up to see that action has been taken and should give the committee secretary a report of items completed and outstanding for discussion at the next meeting.

Investigations and Inquiries

Committee members should be involved in investigations and inquiries concerning safety and health, either as observers or as active investigators. The most likely occasions would be the investigation of serious accidents.

Accidents are investigated to determine their causes so that remedial action may be taken to eliminate the causes. Often the committee will review reports of accident investigations made by supervisors, and visit the accident site if necessary to determine whether the investigator did identify the actual causes and that proper corrective action was taken. The committee may decide to carry out its own investigation or to follow up on investigations made by other people. The committee may investigate all fatalities and serious accidents. In any case, committee members should recognize the importance of accident investigations as a method of identifying hazards and determining what remedial action is required. Although the hazard identification is too late to prevent the accident, at least it gives the opportunity to prevent recurrence, and this is a basic technique in accident prevention.

To assist committee members in this regard, a guide to the investigation and reporting of occupational accidents, with particular reference to enterprises subject to Part IV of the Canada Labour Code and the Canada Occupational Safety and Health Regulations, is available from Labour Canada. It is entitled Accident Investigation and Reporting.

Employee Complaints

The committee members who represent the employees constitute a very important communication link between employers and employees. Workers should be assured that, in talking to their safety committee member, they do have the ear of management. This assurance will develop if members are conscientious in listening to and taking the appropriate action on the concerns of their fellow employees.

Employees should be instructed that they should first contact their immediate supervisor if they have complaints or concerns about their safety or health. Often, though, they may be reluctant to approach their supervisor, or they may previously have been rebuffed. Whatever the situation, the committee member should receive the complaint and investigate. If the member is unable to resolve the complaint with the supervisor, the complaint should be brought up for discussion at the next meeting.

A most important step in the process is to keep the affected employee informed of the disposition of the matter. Even if no action is possible or the committee considers the complaint unjustified, the complainant should be told of the decision and the reasons for it.

Although employees are more likely to address their concerns and complaints to their own representatives on the committee, they could just as well express them to the employer members. Any employer member receiving complaints as a committee member is obligated to respond to the complaint in a responsible manner and to report on it to the committee.

The safety and health committee should not be used or considered as a grievance committee. This does not preclude the possibility that an employee complaint may be dealt with by the committee instead of going through the grievance procedure. It is consistent with the co-operative approach to encourage employees to use the committee as the first means of resolving complaints on safety and health matters. However, should an aggrieved employee wish to pursue a complaint after the committee decision, the committee members should withdraw from the process and leave the matter to the formal grievance procedure.

Employee Refusal to Work

Under the Canada Labour Code, an employee may refuse to work if she or he considers that the work would be dangerous. A person refusing to work under these circumstances is required to report the circumstances to the safety and health committee as well as to his or her supervisor. The incident will then be investigated by the supervisor, or other employer representative, in the presence of the person who refused to work and a committee member who is not a member of management.

An employee committee member who is involved in any such incident has a dual responsibility -- first as the representative of the employee involved and, second, as a member of the committee. As the employee's representative, the member should protect the rights of the employee by ensuring that a proper investigation is made and the employee is not pressured into giving up the claim. As a member of the committee, she or he must work with the management investigator to develop a satisfactory resolution to the complaint. In this role, the member may well meet to consult with other members of the committee for their opinions and suggestions.

If the incident cannot be resolved to the satisfaction of the employee concerned and the employee continues to refuse to work, the matter has to be referred to a Safety Officer, appointed under section 97 of the Canada Labour Code, for adjudication. The committee members' involvement ends at this point except for the report to the committee and any discussion at the next meeting.

SECTION 4 - THE SAFETY AND HEALTH COMMITTEE MEETING

Purpose

The business of the committee at the meetings arises from activities of members between meetings and the administration of the safety and health program. Activities that generate items for consideration are: plant inspections, investigations of accidents or hazardous situations, investigations of employee complaints, and consultations with technical experts.

Agenda

In preparation for a meeting the secretary, in consultation with the chairpersons, draws up the agenda. The chairperson or the secretary will have canvassed the members for any items they may wish to bring up. The order of business should be standardized in a sequence such as the following:

- role call;
- approval of minutes of previous meeting;
- consideration of unfinished business;
- consideration and disposition of complaints;
- review of recent accidents;
- reports by members and sub-committees on investigations and special assignments;
- reports on safety and health inspections with recommendations;
- reports on progress of safety and health program;
- discussion of new business;
- training of committee members; and
- adjournment.

The secretary prepares an agenda, based on the order of business, with the addition of details on matters to be included and the names of persons who will be reporting on the items. The agenda is sent to committee members together with the notice of the time and place of the meeting and any background material that members need to review prior to the meeting. The members should prepare themselves for the meeting by studying the material sent to them and informing themselves of any additional material they might need in order to participate meaningfully in the meeting.

Knowing what is to be discussed at the meeting, the chairpersons may decide that some technical or specialist information is required on a particular matter. The secretary or a committee member may be commissioned to obtain the information for presentation at the meeting, or the chairpersons may arrange for a specialist to attend the meeting.

Whether the meetings are seen to be worthwhile and productive sessions or merely a waste of time will depend upon the attitudes and behaviour of the various members. Meetings will be productive if they are considered as problem-solving sessions that use the best knowledge and experience, regardless of its source, to develop solutions. If the employee members use the meetings as an extension of the bargaining process, management will view the committee as a means of union harassment and the climate of co-operation essential to the effectiveness of the committee will be lost.

Conducting the Meeting

Effective committee meetings work by consensus to develop solutions and do not decide matters by majority vote. To do so would destroy the committee and make it impotent. Therefore, it is not necessary for committee meetings to follow strict parliamentary procedures with motions, amendments and votes on each motion. The chairperson should strive to develop a consensus among members in order to bring all issues to a conclusion.

The procedure followed in a meeting is essentially as follows: an agenda item is presented; a discussion follows to make sure everybody understands the problem; and members propose solutions, which are discussed in an effort to develop the best solution. The chairperson then states what he or she considers to be the consensus of the committee and the recommendation, if any, that should go forward to management.

The chairperson must ensure that each item on the agenda receives attention. Some conclusion should be reached on each item, if possible, even though this may mean referring the matter to a subcommittee for study and recommendations. The minutes should record the referral and the date that the subcommittee is to report on the item.

The chairperson may vary the order of items being discussed if there is a valid reason for doing so. This might include time constraints or the possibility that the agenda might not be completed. In such an event, the meeting could be adjourned and completed on another day. This should be done, however, only under exceptional circumstances.

It is the responsibility of the chairperson to keep the meeting on track, cutting off irrelevant talk so that the agenda can be completed and the meeting closed on a constructive note. By spending some time preparing for the meeting the chairperson can ensure that the agenda is not too lengthy and that the information resources (both people and materials) will be available when required.

The meeting should start on time; late arrival of a member should not cause those present to have to wait. The chairperson must keep one eye on the agenda and one on the clock. If it appears that a discussion is not getting anywhere, the chairperson may cut it off and move on to the next item. If it appears that more information is needed on any item, it may be deferred to the next meeting.

It is inevitable that there will at times be differences of opinion, and these can sometimes lead to a clash between employee and employer members. The chairperson should try to head off such confrontations by calling a break during which he or she should try to mediate.

Every meeting should close on a note of positive achievement so that participants do not go away feeling that they have wasted their time. The chairperson should summarize any major recommendations, decisions and assignments as well as the deadlines for any action to be taken.

Minutes

The minutes of a meeting provide a permanent record of the matters discussed and the decisions reached. As well as providing historical records of the committee's activity, the minutes serve to inform employees and management of the committee proceedings.

Because of the information and communication functions served by the minutes, they should contain more than just a listing of the items and decisions. There should be a brief résumé of the discussion as well as cumulative statistics on committee activities and the safety program.

Minutes are not intended to be a word for word account of the proceedings. The secretary should take notes as the meeting progresses and prepare the actual minutes as soon as possible afterwards. The chairperson can help the secretary by summarizing the decisions reached and action to be taken. The secretary is always free to ask the chairperson for clarification or further information on any point.

The minutes should be brief and factual. They should indicate not only where action is required, but also who is assigned to act and what deadline and reporting is required. The chairpersons and members should study the minutes carefully to ensure they are correct. Since the minutes will be distributed outside the committee, the secretary should have a draft of the minutes approved by the chairpersons before issuing them in final form.

The minutes, signed by both chairpersons, are then distributed to members and posted for the information of employees. Copies of minutes may also be required by the regulatory authority. A suggested format for minutes of meetings is included in Appendix B.

SECTION 5 - FOLLOW-UP ACTION

Information and Communication

Committees established under the Canada Labour Code are entitled to access to all government and employer reports relating to the safety and health of the employees represented by the committee. In addition, the employer must, when requested by the committee, supply information the committee needs to identify hazards in the workplace.

Often the employer may not have the information required and it will be necessary to look further afield. A prime source of information for committees in the federal jurisdiction is the nearest office of Labour Canada. Labour Canada has at its disposal an extensive library of reference material on occupational safety and health; and in addition, it has computer links to the information storage and retrieval systems of the Canadian Centre for Occupational Health and Safety in Hamilton, Ontario. Through this service, information is available on workplace hazards and how to deal with them.

Other useful sources of information are provincial safety associations, the Canada Safety Council and the National Safety Council in the U.S.A.

Committee members will find that they frequently need information at short notice. If they do not have ready access to a library containing reference material on occupational safety and health, they should consider recommending the purchase for committee use of some basic reference material. Appendix C lists some books that are recommended for their comprehensive coverage of occupational safety and health principles and practices.

Safety Programming

For assistance and guidance in developing and maintaining an accident prevention program, the committee should refer to the Labour Canada booklet Planning for Safety. This booklet deals with the essential components of a comprehensive accident prevention program, starting with the development and publication by management of a company safety and health organization and systems necessary for the elimination and control of workplace hazards.

Education and Training

Education is a vital part of the committee's activities. The education of members comes about largely through increased knowledge and awareness of safety and health matters as a result of working on the committee. The education of other employees can be furthered by the example and teaching of committee members and by the dissemination of information by the committee.

Committee members gain increased understanding of the complexity of problems through the exchange of information at meetings. Because of the breadth of knowledge needed, it is recommended that part of every committee meeting should be educational. Members with particular expertise can give informative talks; members can take turns to research a topic and prepare a

short talk for the committee meeting. Experts can be invited from outside organizations to make a presentation. For example, a safety equipment supplier might talk on protective equipment, a chemical supplier on the handling of hazardous materials, and so on.

Almost invariably, the work of committee members has a profound effect on their personal attitudes and sharpens their perceptions of the world around them. For this reason alone it is worthwhile to change members as often as is practicable, so that many people can share the experience of working on a safety and health committee.

Communication

If the committee is to be seen by employees as an important channel for their input to the decision-making process, they must be kept informed of the committee's activities. The minutes of meetings should be prepared promptly after the meeting and posted in a conspicuous place for all to see. The employee members on the committee should make it their responsibility to report back to those who make complaints or suggestions and to keep in touch with them until the matters have been resolved.

Communications with management will usually be taken care of by distribution of the minutes, supplemented by briefings from their representatives on the committee.

If the employees are represented by a trade union, the committee employee member should ensure that safety and health are reported on and discussed at union local meetings. If the local publishes a newsletter, there should be a report of committee activities in each issue. This may consist of the minutes of the last meeting or an educational item on safety and health.

The committee members should be identified when they move about the workplace, so that workers can readily contact them as the need arises. The employer must ensure that the names of committee members are posted so that employees will know whom to contact.

The committee should periodically hold general meetings for purposes of information and discussion. The committee can use these meetings to report to the employees and to invite their comments and evaluation of the committee's performance. The meeting can be useful for explaining to employees their rights and obligations under the law and how the committee can serve their needs.

SECTION 6 - THE ROLE OF LABOUR CANADA

The Canada Labour Code, Part IV

The requirements for safety and health committees are spelled out in detail in the Canada Labour Code, Part IV, section 92. A few additional items are covered in the Occupational Safety and Health Regulations in the part entitled "Safety and Health Committees and Representatives".

In the spring of 1986, significant changes to Part IV will come into effect. One of the major changes involves the establishment and operation of safety and health committees. Safety and health committees will become mandatory for most workplaces under the jurisdiction of Part IV. This means that the employer will have to establish a safety and health committee for every workplace at which there are 20 or more employees.

The only specific exemption to this requirement applies to employees normally working on a ship. Also, where a workplace is demonstrably free from hazards, the Minister of Labour may grant an exemption. However, where because of an exemption a workplace does not have a committee, the employer shall appoint a safety and health representative selected in accordance with section 93(2) of the Code. A third type of exemption may be granted to organizations which already have a committee established by employer-employee agreement that deals effectively with safety and health in the workplace. A Canada Safety Officer must authorize the existing committee, which would then perform as outlined in Part IV of the Code.

For more detailed information on the requirement to establish a safety and health committee or to appoint a safety and health representative, consult Part IV of the Canada Labour Code or the appropriate regulatory authority.

Powers of Safety and Health Committees and Representatives

A safety and health committee

(a) shall receive, consider, and expeditiously dispose of complaints relating to the safety and health of the employees represented by the committee;

(b) shall maintain records pertaining to the disposition of complaints relating to the safety and health of the employees represented by the committee;

(c) shall co-operate with any occupational health service established to serve the workplace;

(d) may establish and promote safety and health programs for the education of the employees represented by the committee;

(e) shall participate in all inquiries and investigations pertaining to occupational safety and health including such consultations as may be necessary with persons who are professionally or technically qualified to advise the committee on such matters;

(f) may develop, establish and maintain programs, measures and procedures for the protection or improvement of the safety and health of employees;

(g) shall monitor on a regular basis programs, measures and procedures related to the safety and health of employees;

(h) shall ensure that adequate records are kept on work accidents, injuries and health hazards and shall monitor data relating to such accidents, injuries and hazards on a regular basis;

(i) shall co-operate with safety officers;

(j) may request from an employer such information as the committee considers necessary to identify existing or potential hazards with respect to materials, processes or equipment in the workplace; and

(k) shall have full access to all government and employer reports relating to the safety and health of the employees represented by the committee, but shall not have access to the medical records of any person except with the consent of that person.

A safety and health representative

(a) shall receive, consider, and expeditiously dispose of complaints relating to the safety and health of the employees represented by the representative;

(b) shall participate in all inquiries and investigations pertaining to occupational safety and health including such consultations as may be necessary with persons who are professionally or technically qualified to advise the representative on such matters;

(c) shall monitor on a regular basis programs, measures and procedures related to the safety and health of employees;

(d) shall ensure that adequate records are kept on work accidents, injuries and health hazards and shall monitor data relating to such accidents, injuries and hazards on a regular basis;

(e) may request from an employer such information as the representative considers necessary to identify existing or potential hazards with respect to materials, processes or equipment in the workplace; and

(f) shall have full access to all government and employer reports relating to safety and health of the employees represented by the representative, but shall not have access to the medical records of any person except with the consent of that person.

Conclusion

The attitudes of the employer and employees are critical in determining the success of a safety and health committee. The key ingredients of an effective safety and health program are:

- a strong commitment by the employer to the principles of occupational safety and health;

- a sound and meaningful safety and health policy which is supportive of the committee and includes safety and health procedures that are applied in the workplace; and

- the interest and involvement of the employees.

Members of a safety and health committee must have the time necessary to do the job. They should be selected for their knowledge of safety and health matters and their ability to operate in a problem-solving rather than an adversarial manner. In any given workplace many problems have to be solved, and the involvement of the committee members in workplace safety and health is a real learning experience which can be interesting and rewarding.

SECTION 7

APPENDICES

APPENDIX A

Terms of Reference

Example of Committee Terms of Reference

1. Name of Safety and Health Committee

   Necessary for identification where there are other committees in the establishment.

2. Constituency

   Identify the parts of the operation or the groups of employees represented by the committee.

3. Functions of Committee

   The committee shall be the principal forum for joint labour-management consultation on, and the development of solutions to, safety and health problems in the workplace. To discharge this responsibility the committee is responsible for the following activities:

   (a) receiving and dealing with employee complaints on matters of safety and health;

   (b) establishing and promoting programs for the education of employees in safety and health;

   (c) participating in all inquiries and investigations into occupational safety and health matters;

   (d) consulting with professional and technical experts as necessary;

   (e) setting up and maintaining programs and work procedures for the protection of employee safety and health;

   (f) monitoring programs and practices related to occupational safety and health;

   (g) ensuring that adequate records are kept on work accidents, injuries, illnesses and health hazards, and monitoring the records;

   (h) collecting information on existing or potential hazards to safety or health in the workplace;

   (i) reviewing and taking appropriate action on all government and employer reports concerning the safety and health of employees.

4. Records

The committee will keep accurate records of all matters that come before it.

5. Meetings

(a) The committee will meet monthly during working hours.

(b) Special meetings if required will be held at the call of the chairpersons.

(c) A quorum shall consist of a majority of members, providing that at least half are employee representatives.

(The committee will add any procedures it considers necessary for the meetings.)

6. Agendas and Minutes

(a) An agenda will be prepared by the secretary under the direction of the chairpersons and distributed to members prior to the meeting.

(b) Minutes will be prepared as soon as possible after the meeting and will be sent to all participants and posted where employees may read them.

(c) Copies of minutes and reports of committee activity will be forwarded to Labour Canada as required.

7. Composition of Committee

(a) The committee shall consist of _____ members.

(b) One person representing employees will be appointed from each of the following areas or trade unions (list areas or unions).

(c) One person representing the employer will be appointed from each of the following areas (list).

8. Committee Officers

The committee will have two chairpersons, one representing employees and one representing the employer. The chair shall alternate every three months.

The secretary appointed by the committee will be responsible for keeping records of meetings and preparing and distributing agendas, minutes, and the annual report under the direction of the chairpersons.

9. Amendments

These terms of reference may be amended by a majority vote of committee members.

APPENDIX B

Sample Format of Minutes of Meeting

Minutes of Prince Rupert

Safety and Health Committee

(Prince Rupert, B.C. 10:00 a.m. July 5, 1986)

Mr. Smith opened the meeting at 10:00 hours in the Main Conference Room on July 5, 1983, with the following in attendance:

R.S. Smith	Track and Roadway Engineer	Chairperson
J.F. Arnold	Track Maintainer	Chairperson
T. Matthews	Safety Supervisor	Secretary
T.A. Brown	Welder Foreman	Member
E.F. Green	Roadmaster	Member
D. Abby	Sr. Labour Affairs Officer	Visitor
G.F. Good	Accident Prevention Co-ordinator	Visitor

Mr. Smith read the minutes of the previous meeting, which were adopted as read.

OLD BUSINESS	ACTION BY	DATE REQUIRED
Item 3-6-83 - Dust Masks		
Disposable "XYZ" dust masks were found to be the best masks for the type of work being performed and are being stocked for use.	Mr. Green	July 5
Item 2-5-83 - Safety Awards		
It was agreed that two pens be awarded for safety for July and August.	Mr. Smith	July 5
Item 4-3-83 - Sweat Bands		
It was agreed that bands be purchased as soon as possible.	Procurement Clerk	Aug. 3

OLD BUSINESS	ACTION BY	DATE REQUIRED

Accident Reports

Mr. Arnold discussed the accident reports received since the last meeting and the following recommendations were made.

- When hitting one hammer with another, a hose bag should be on the hammer being struck and a sledge hammer should be used as the striking tool.

- When pulling on ties with tie tongs, employees must ensure tongs are sharp and properly embedded in the ties. They should also ensure proper footing.

- It was recommended that the old type claw bar be supplied in the future. — Mr. Arnold — Sept. 4

NEW BUSINESS

Item 5-7-83 - No Trespassing Signs

It was recommended that "No Trespassing" signs be placed at the site of the No. 3 building until the building has been demolished. — Maintenance Department — Aug. 10

General Comments

Mr. Abby commented that he was pleased with the minutes of the previous meeting.

It was mentioned that copies of the new company safety directives will be sent out shortly. — Secretary — July 12

The meeting adjourned at 11:55 hours. The next meeting is scheduled for August 31, 1986.

R.S. Smith
Chairperson

J.F. Arnold
Chairperson

APPENDIX C

Recommended Reference Material

Check-list and Guidelines for Joint Occupational Health and Safety Committees: Organizational Factors
Canadian Centre for Occupational Health and Safety, Hamilton

Accident Prevention Manual for Industrial Operations
National Safety Council, Chicago

Fundamentals of Industrial Hygiene
National Safety Council, Chicago

Dangerous Properties of Industrial Materials
Irwin N. Sax, Reinhold Publishing Corp.

Threshold Limit Values for Chemical Substances and Physical Agents in the Workroom Environment
Published annually by the American Conference of Governmental Industrial Hygienists (ACGIH)

Planning for Safety
Labour Canada

Safety Audit Guide
Labour Canada

Accident Investigation and Reporting
Labour Canada

APPENDIX D

Addresses, Regional and District Offices

For further information, contact any of Labour Canada's regional or district offices:

HEADQUARTERS

Labour Canada
Ottawa, Ontario
K1A 0J2
Telephone: (819)997-0040

ATLANTIC REGION

Labour Canada
Professional Arts Bldg.
100 Arden Street
P.O. Box 2967, Station A
Moncton, N.B.
E1C 8T8
Telephone: (506)857-6640

Labour Canada
Professional Arts Bldg.
5th Floor,
100 Arden Street
Moncton, N.B.
E1C 4B7
Telephone: (506)857-7424

Labour Canada
Sir Humphrey Gilbert Bldg.
P.O. Box 5278
St. John's, Nfld.
A1C 5W1
Telephone: (709)722-5022

Labour Canada
Suite 300
6009 Quinpool Road
P.O. Box 8628
Halifax, N.S.
B3K 5M3
Telephone: (902)426-3833

Labour Canada
Government of Canada Bldg.
308 George Street
Sydney, N.S.
B1P 1J8
Telephone: (902)564-7130

ST. LAWRENCE REGION

Labour Canada
Guy-Favreau Complex
Suite 101, West Tower
200 Dorchester Blvd. West
Montréal, Québec
H2Z 1X4
Telephone: (514)283-8538

Labour Canada
390 South Dorchester Street
P.O. Box 3279
Saint Roch Station
Québec, Québec
G1K 6Y7
Telephone: (418)648-7707

GREAT LAKES REGION

Labour Canada
Co-operative Building
Suite 325
4211 Yonge Street
Willowdale, Ontario
M2P 2A9
Telephone: (416)224-3850

Labour Canada
Toronto West District Office
Suite 708
6711 Mississauga Road
Mississauga, Ontario
L5N 2N3
Telephone: (416)858-8615

Labour Canada
Toronto East District Office
8th Floor
200 Town Centre Court
Scarborough Town Centre
Scarborough, Ontario
M1P 4X8
Telephone: (416)973-4500

Labour Canada
SBI Bldg., 11th Floor
Billings Bridge Plaza
2323 Riverside Drive
Ottawa, Ontario
K1H 8L5
Telephone: (613)998-9083

Labour Canada
Dominion Public Bldg.
Room 505
457 Richmond Street
London, Ontario
N6A 3E3
Telephone: (519)679-4047

CENTRAL REGION

Labour Canada
Canadian Grain
Commission Building
Room 400
303 Main Street
Winnipeg, Manitoba
R3C 3G7
Telephone: (204)949-7223

Labour Canada
Room 304
1 Wesley Avenue
Winnipeg, Manitoba
R3C 4C6
Telephone: (204)949-2409

Labour Canada
Financial Building
Room 301
2101 Scarth Street
Regina, Sask.
S4P 2H9
Telephone: (306)780-5408

Labour Canada
Federal Building
Room 306
1st Avenue - 22nd Street
Saskatoon, Sask.
S7K 0E1
Telephone: (306)975-4303

Labour Canada
Room 337
33 Court Street South
Thunder Bay, Ontario
P7B 2W6
Telephone: (807)345-5474

MOUNTAIN REGION

Labour Canada
7th Floor
750 Cambie Street
Vancouver, B.C.
V6B 2P2
Telephone: (604)666-0656

Labour Canada
Energy Square
3rd Floor
10109 - 106 Street
Edmonton, Alberta
T5J 3L7
Telephone: (403)420-2989

Labour Canada
Room 574,
220 - 4th Avenue S.E.
P.O. Box 2800
Station M
Calgary, Alberta
T2P 3C2
Telephone: (403)292-4566

0 78787 67505 6